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TO: Chief Elected Officials
WIB Chairs
WIB Directors
Fiscal Agents

FROM: Alan D. Degner
Commissioner

DATE: August 31, 2004

SUBJ: DWD Policy 2004-09
Transfer of Funding Policy

RE: Workforce Investment Act

Purpose

To provide guidance on transferring funds pursuant to the Workforce Investment Act (WIA)

Rescission

DWD Communication 98-56, issued April 12, 1999.

Content

The Department of Workforce Development (DWD) provides the following State guidance concerning the transfer of funding under WIA.

POLICY STATEMENT

Title 1, Section 133(b)(4) of the Workforce Investment Act gives Workforce Investment Boards ‘transfer authority’ to reallocate funds between their WIA Adult and WIA Dislocated Worker allocations. The Governor must approve transfers before they are made.

The transfer authority provides local WIBs with the flexibility to design programs and allocate resources to meet the needs of adults and dislocated workers in their communities. Approval for transfer of WIA funding will be based on the following criteria:

- Education, employment, and/or training services will be improved.
- No group of individuals will be negatively impacted because of the transfer.

OPERATIONAL DIRECTION

DWD's process for the transfer of adult or dislocated worker WIA allocations is as follows:

- The attached template, Request for Transfer of WIA Funding, must be completed and approved by the WIB when requesting transfer of funds.

- The template must be submitted to the Director of WIA Administration at DWD for approval.
- WIA Administration, Workforce Transition Unit, Grants and Contracts Support, and Fiscal will review the request and make recommendations to approve, modify or deny the request.
- A grant modification package will be released if approval is granted.

The attached template, Request for Transfer of WIA Funding, will address the following:

- Name the affected WIA programs and the size and direction of the transfer. For each program, list the funds available as of July 1 of the program year, the funds expended to date and the projected expenditures through June 30 of the program year.
- Describe the situation that necessitates transferring funds.
- Explain how the program services from the WIA allocation you are transferring from will not be negatively impacted.
- Explain how the program services from the WIA allocation you are transferring to will be positively impacted.

WORKFORCE INVESTMENT ACT AUTHORITY

Effective July 1, 2003, the Training and Employment Guidance Letter (TEGL) No. 23-02 gave the local WIB the authority to transfer up to 30 percent of a WIA program year allocation for adults or dislocated workers between the two programs. WIB approval must be obtained prior to submitting the request. WIBs cannot transfer funds to or from the youth program.

Transfer of funds may require a local plan modification. See 20 CFR 661.355 of the Workforce Investment Act Final Rules to determine if a plan modification is needed.

Questions concerning the transfer of funding may be addressed to Craig Thompson, Deputy Controller, at 317/232-1787. Questions concerning this policy may be addressed to Jennifer Biddle, Planning Analyst, at 317/232-7459.

Beginning Date
September 1, 2004

Ending Date

June 30, 2006

Action

Local WIA administrators will distribute this policy to appropriate staff.

Ownership

WIA Administration

REQUEST FOR TRANSFER OF WIA FUNDING

(WIB Name)

Transfer From

WIA Program	Amount

Funds Available

Funds Available _____
July 1

Expended to Date _____

Project expended
as of June 30 _____

Transfer To

WIA Program	Amount

Funds Available

Funds Available _____
July 1

Expended to Date _____

Project expended
as of June 30 _____

Describe the situation that necessitates transferring funds.

Explain how the services from the WIA allocation you are transferring from will not be negatively impacted.

Explain how the services from the WIA allocation you are transferring to will be positively impacted.

Typed Name and Title of WIB Director

Typed Name and Title of WIB Chair

Signature

Signature

Date

Date